

Table of Contents

Welcome to your Software Assurance E-Learning	1
3 Simple Steps to use your Software Assurance E-Learning	1
Accessing Software Assurance E-Learning	2
Login to your Microsoft account	2
Create a Microsoft account	2
First-Time Access to Software Assurance E-Learning	3
Activating Software Assurance E-Learning with an Acceess Code	3
Activating Software Assurance E-Learning with an Activation Link	4
Accessing your E-Learning Through the Microsoft Learning Central Business Portal	5
Step 1: Sign in at the Microsoft Learning Central Business Portal site	5
Step 2: Login to your Microsoft account	6
Step 3: Take Training	6
Using the Learning Catalog	8
Step 1: View the Learning Catalog and select courses	8
Step 2: Access courses from you're my Learning page	9
My Achievements and Related Resources	9

Welcome to your Software Assurance E-Learning

With Software Assurance E-Learning, you can gain skills to be more productive with the current software or prepare for a new version with up-to-date online training developed by Microsoft experts.

Software Assurance E-Learning benefit provides end user training to:

- ▶ Help employees become more productive with Microsoft software
- ▶ Prepare employees for new product/version implementation
- Get flexible, self-paced training option without impacting training budgets.

This guide is for e-learning users and learners who will be accessing and using Software Assurance E-Learning courses online at the Microsoft Learning Central Business Portal (Learning Central) site at http://business.microsoftelearning.com.

For other consumption options (SCORM package download), please consult the Software Assurance benefits manager at your organization for more information about course access.

3 Simple Steps to use your Software Assurance E-Learning

- 1. Create and/or login to your Microsoft account (formerly Windows Live ID)
- 2. Activate your Software Assurance E-Learning via an access code or activation link
- 3. Access your e-learning through the Microsoft Learning Central Business Portal (http://business.microsoftelearning.com)

Accessing Software Assurance E-Learning

Access to Software Assurance E-Learning requires a Microsoft account (formerly Windows Live ID), which includes an e-mail address and password. If you have a Hotmail, MSN, SkyDrive, Xbox LIVE, or have a Windows Phone, you already have a Microsoft account.

Login to your Microsoft account

If you already have a Microsoft account (formerly Windows Live ID) you wish to use to access your Software Assurance, please login and go to the next section to activate your e-learning code and associate the e-learning to your Microsoft account

Create a Microsoft account

If you do not have a Microsoft account or would like to create a new account to access your e-learning, you will need to create a new Microsoft account.

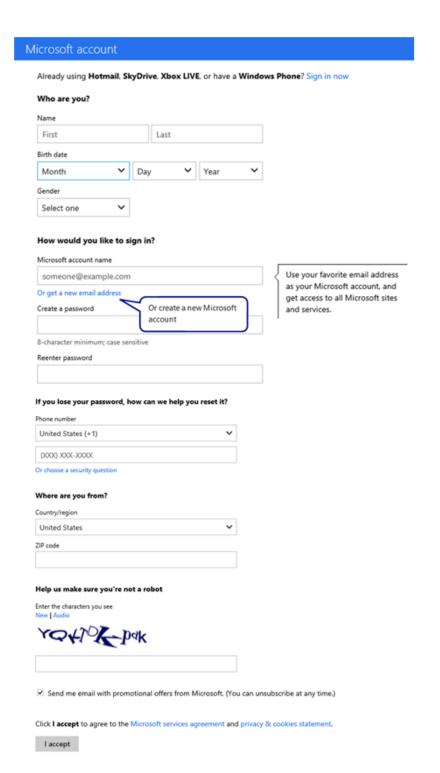
Establishing a Microsoft account is easy. When setting up your account, you can use an existing e-mail address or your corporate e-mail address (check company policies first), or you can create a new Microsoft account.

Step 1: Go to the Microsoft account sign up page

To get started, visit the Microsoft account site at https://signup.live.com/signup.aspx.

Step 2: Enter your information and submit the form

By clicking "I accept", you accept to agree to the Microsoft services agreement and privacy & cookies statement. Once you accept, your Microsoft account is created!



First-Time Access to Software Assurance E-Learning

Before you use your Software Assurance E-Learning courses for the first time, you must activate your content on the Learning Central site. Once you activate the e-learning, you can then view and begin using the Software Assurance E-Learning course content.

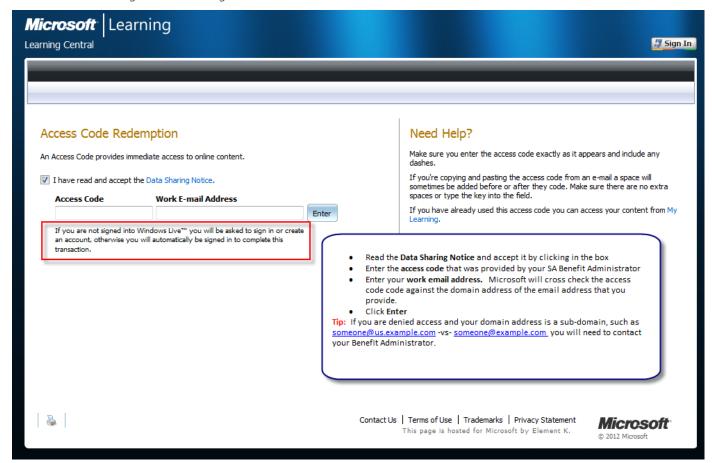
Your benefits manager will either have access codes and instructions for you to sign in and create a Software Assurance E-Learning account or you will receive an email invitation with an activation link and e-learning content assigned to you.

Software Assurance E-Learning courses are organized into three pools, or groups, of courses: Applications, Systems, and Servers products. Your benefits manager may have a separate code for each of these pools (dependent on which licenses were acquired from Microsoft) that will allow you course access.

Activating Software Assurance E-Learning with an Access Code

Step 1: Enter your activation code

On the Microsoft <u>Learning Central</u> page at <u>http://business.microsoftelearning.com/activate</u> enter your activation code and work e-mail address. After reviewing the Data Sharing Notice, click the **Enter** button.



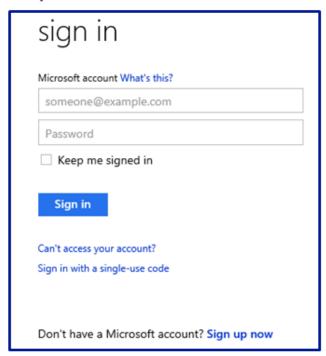
Step 2: Sign in to Microsoft Learning Central with your Microsoft account

If you have not already logged in with your Microsoft account at this point, you will be prompted to do so.

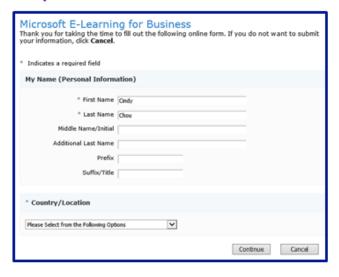
Step 3: Fill in the e-learning form

Fill in the required fields indicated by the " * " and click continue.

Step 2

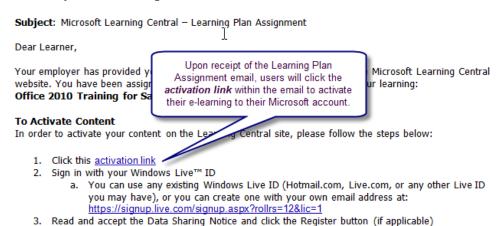


Step 3



Activating Software Assurance E-Learning with an Activation Link

Your company's benefits administrator has the option to provide you access to Software Assurance E-Learning and recommend e-learning courses for you to take through an email and an activation link.



After Content Activation

If you have already activated this content, you can return to Learning Central at http://business.microsoftelearning.com/ and click on the Sign In button in the upper right corner.

Click on My Learning to view the Learning Plan assigned to you by your employer

For any support issues please Contact Us.

Thank you,

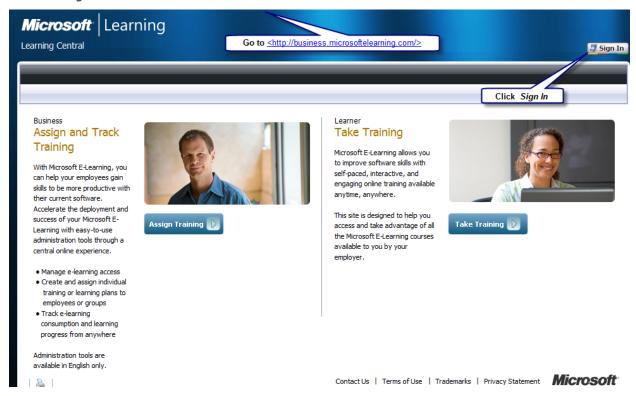
The Microsoft Learning Central Team

Accessing your E-Learning Through the Microsoft Learning Central Business Portal

After activating your Software Assurance E-Learning with your Microsoft account, you can access courses immediately and in the future by going directly to the Microsoft Learning Central Business Portal at https://business.microsoftlearning.com.

Step 1: Sign in at the Microsoft Learning Central Business Portal site

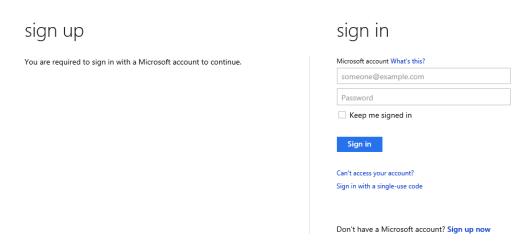
- ▶ Visit: https://business.microsoftelearning.com
- Click: Sign In



Step 2: Login to your Microsoft account

Enter your e-mail address and password, and then click **Sign In**.

Microsoft[®]



Step 3: Take Training

If you are a Learner with access to multiple agreements, you will be presented with the option to select the appropriate agreement.

Select the agreement from the drop-down list. Click **Take Training**. If you are a Learner with access to just one agreement, you will not be required to select your Agreement.



From the top-navigation bar, click **My Learning** to continue training or **Learning Catalog** to see other courses that may be available to you.

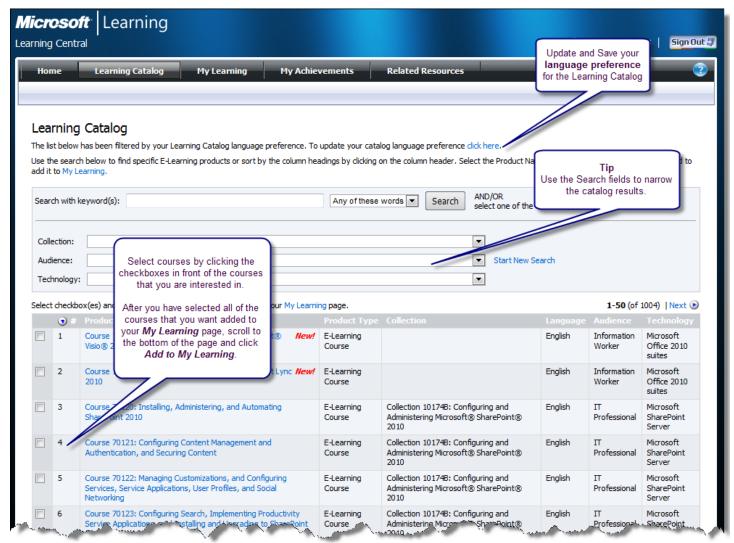


Using the Learning Catalog

The Learning Catalog is where you can search for courses and save course to My Learning where all your courses and progress is tracked

Step 1: View the Learning Catalog and select courses

Navigate to the **Learning Catalog** form the top navigation bar



Select the check boxes for the courses of interest, and then click the **Add to My Learning** button

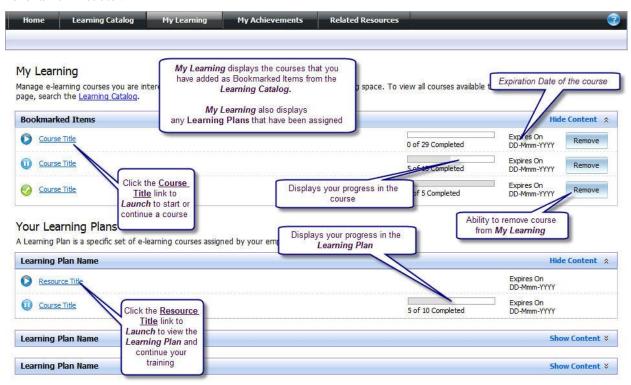


The selected courses will be added to your **My Learning** page, accessible from the left panel. You can return to this page at any time to add more courses to your **My Learning** page.

Note: If you click directly on a course title, the course will automatically be added to My Learning and will display the Course Description page.

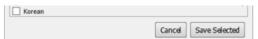
Step 2: Access courses from your my Learning page

The **My Learning** page displays the courses selected from the **Learning Catalog** and offers a record of your training progress, course expiration dates, and other information. The **My Learning** page also displays any **Learning Plans** that have been assigned to you by your Benefits Administrator.



Learning Central Tip!

The **Learning Catalog** defaults to show courses in every available language. To minimize the number of courses you are seeing when you search through the **Learning Catalog**, update your catalog language preference for a better experience



My Achievements and Related Resources

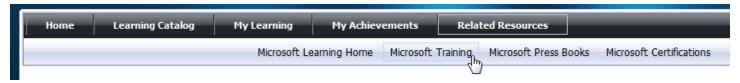
The My Achievements page displays attendance history for courses and assessments that you have accessed.

My Achievements

My Achievements provides information and attendance history for courses that you own and have accessed. You will also find information for assessments that you have taken.

E-Learning	First/Last Accessed	Progress	Date Last Assessed	Questions Correct
Course 10356: Beginner Skills Training in Microsoft Visio 2010	26-Mar-2012 / 14-Sep-2012 View History	28 out of 28 finished		
Course 10394: Advanced Skills in Microsoft Excel 2010	03-Oct-2011 / 03-Oct-2011 View History	2 out of 42 finished		

The **Related Resources** section provides links to additional Microsoft Learning resources that you can explore.



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